



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT
****READVERTISEMENT****

POSTING NO: 038-19

OPENING DATE: 02/07/2019

CLOSING DATE: OPEN UNTIL FILLED

POSITION: Water/WW I, II, III, OR IV
PAY GRADE: NE8; NE9; NE10 OR NE11 (To Be Determined Upon Hire)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI
DEPARTMENT: Utilities Division
REPORTS TO: Water/Wastewater Supervisor
BACKGROUND LEVEL: Public Trust

POSTED: IN & OUT

JOB PURPOSE: Provides safe drinking water and proper wastewater treatment for the Isleta Pueblo by maintaining required water and wastewater standards and a large array of wastewater treatment types including waste treatment facilities, water and wastewater infrastructure, water wells, and wastewater lift stations, in accordance with tribal, state and regional requirements. Provides guidance and work allocation to water and wastewater operators. Performs a variety of semi-technical duties including inspecting, repairing and maintaining various equipment and devices to ensure water/wastewater standards and compliance with tribal, state and regional requirements.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- All related aspects for the operation of water systems and wastewater treatment facilities.
- Training various operators from apprentice level up to and including advanced level IV operators.
- Updating various water sampling plans for five (5) water systems.
- Discuss all concerns regarding treatment processes, personnel and day-to-day operations with Supervisor and/or Division Manager as needed.
- Weekly written report submitted to Supervisor and Division Manager.
- Verify operator log entries are correct and all operational duties are correctly completed.
- Performs water/wastewater duties including mowing, flushing hydrants, minor maintenance of equipment, responding to customer complaints, and sewage back-ups.

Readvertised 03/12/2019

- Checks all well sites for security, operation, chlorine dosage, and cleanliness; visually inspects storage tanks; checks water wells, wastewater plants and lift stations to identify potential problems.
- Obtain and logs basic information and chlorine residuals at each well site.
- Performs a of variety of chemical, bacteriological, and physical tests or procedures to ensure water and wastewater quality standards are maintained including compliance and wastewater sampling; in accordance with government guidelines and standards.
- Determines best sampling method need for each wastewater facility; creates schedule of contaminates to sample and time line.
- Follows EPA required sampling schedules for each water system; completes paperwork, obtains samples properly, records and reviews results and submits in a timely manner.
- Uses “best methods” to decide sampling needs for each wastewater facility; creates schedule of contaminates to sample and time line; reviews work of lower level staff.
- Uses water/wastewater collection equipment and tools; repairs or replaces equipment as needed at wells and storage facilities including chlorination equipment, and fuses; adjusts timers as needed.
- Obtains required information on broken equipment and advises supervisor of need to order parts.
- Maintains work order system (HotSOS); sets-up equipment locations in work order system; checks work order system for all assigned duties and creates work orders as needed.
- Installs, maintains, and inspects water and sewer lines for tribal and enterprise backflow and chemical treatment.
- Repairs sewage back-ups and performs customer clean-outs as needed.
- Coordinates the activities, provides technical assistance and evaluates work of Water/Wastewater Operators Level I/II.
- Participates in the coordination of staff training; including training new operators.
- Evaluates operations and activities; recommends improvements and modifications to supervisor, and prepares various reports on operation activities.
- Assists in maintaining time, material, and equipment use records, requisition supplies, and materials.
- Prepares wastewater discharge, treatment facility flow, and well production reports and other monitoring requirements set forth by regulatory agencies.
- Orders supplies, equipment, materials, and keeps inventory of issued items.
- Operates septic truck in emergencies (Properly licensed CDL employees).
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma or GED.
- State of New Mexico and/or Tribal Certification in Level I, II, III or IV Water and/or Wastewater is required. (Years of experience is suggested by the requirements of the W and/or WW certification.)

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance required of all candidates.
- First Aid/CPR Certification.
- Current Hepatitis A & B and Tetanus shots required.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of water and waste water, construction, and operations.
- Knowledge of the safety practices and procedures followed in wastewater treatment.
- Knowledge of the principles and methods of waste treatment facilities.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in making effective decisions in emergency situations.
- Skill in using heavy equipment and hand and power tools.
- Ability to use HOTSOS software for daily work orders.
- Ability to use chlorine test kit, snake machine, voltage meter and electrical tools.
- Ability to anticipate, recognize and evaluate hazardous conditions, as well as develop hazard and safety control methods.
- Ability to read, analyze, and understand specs, blueprints, and plans.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing, walking, bending and climbing, heavy lifting/moving, standing, and climbing while inspecting or monitoring various projects and construction sites.
- Use of close vision while reading blueprints, specs, reports, and other documents.
- Position requires ability to lift 50 lbs.
- Noise level is usually high.

WORK ENVIRONMENT

- Water/Wastewater OPERATORS shall be in a rotating 7 day a week schedule. OPERATORS shall also be responsible to cover Holidays, Administrative Days (SPOT CHECKS) and on-call.
- Work is performed in a typical interior/office and outdoor environment.
- May be required to work at high locations and in confined spaces.
- Exposure to water, chemicals, hazardous materials, slippery floors, raw sewage and noise while performing duties.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may arise.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.